SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Create Social Security Certificate using SAP Build Process Automation

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THE BEST RUN SAP

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Overview

This document provides information about how to use the Create Social Security Certificate using SAP Build Process Automation. HR & all employees that travel to other countries are the target users of this document.

An employee needs to travel and creates a Social Security Certificate Request. As he/she travels to a country where a social security agreement exists (e.g., EU, Switzerland, Liechtenstein, Iceland, UK, or Northern Ireland), the respective social security certificate, e.g., A1, D/USA 101, VRC/D 101 etc., must be obtained. To do so, the HR department needs to send out a form to the respective organization to receive the certificate needed. This workflow increases the transparency between HR and employees.

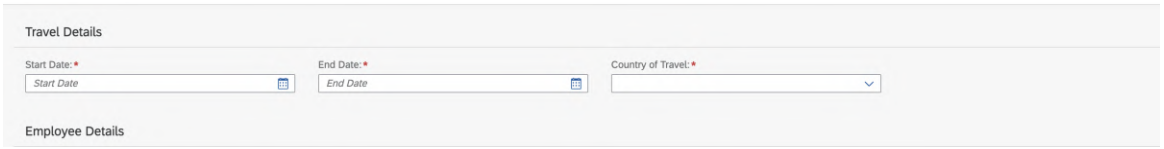
- By integration into SAP SuccessFactors, SAP S/4HANA, and SAP ERP Central Component (ECC), the overall data quality of the request is increased.
- The attachments are sent out using SAP Document Management, which reduces the number of files sent via mail and automatically controls access.

Request Social Security Certificate

The user interface to start the workflow has 5 sections.

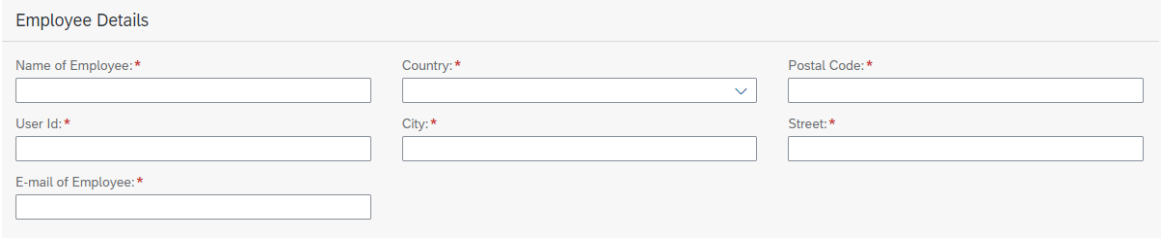
1. Travel Details

   Enter the details of your travel: The start date, end date, and the country of travel.



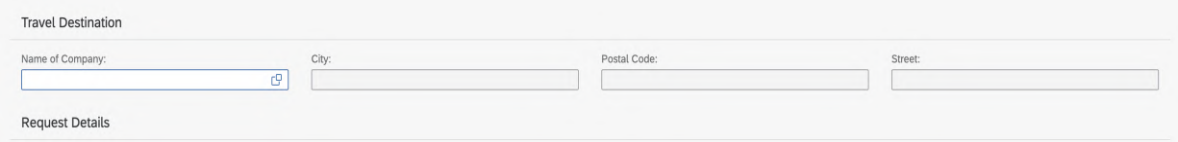
2. Employee Details

   Enter the details of the employee who is travelling. Depending on the systems used, you can search for the complete details using name and id.



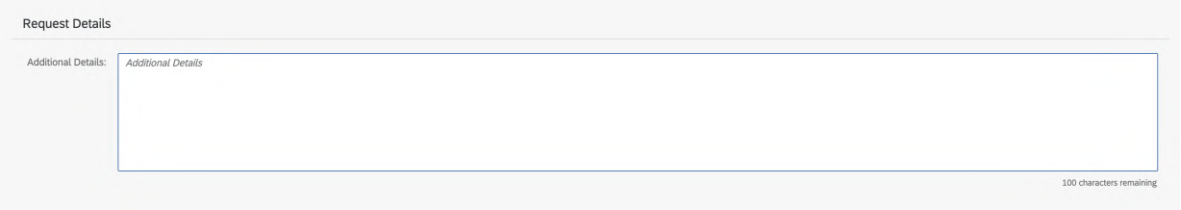
3. Travel Destination

   Enter the destination of the travel. Depending on the systems used, you can search for the complete details using name and id or enter it directly.



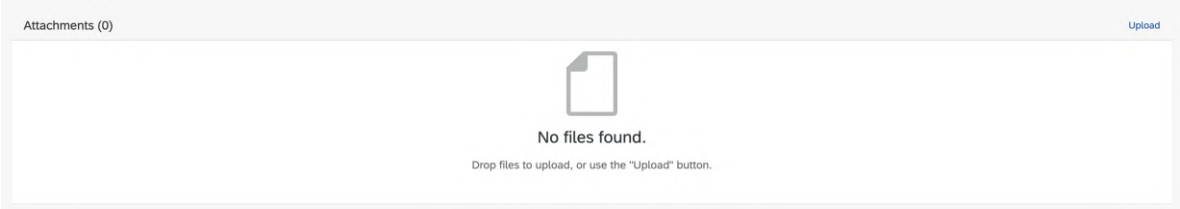
4. Request Details

   Add in additional details, e.g., who else is traveling with you or if there are any other important details that need to be communicated.



5. Attachments

   Upload attachments ("txt", "ppt", "doc", "xls") that verify the travel or include other relevant information. Only images ("jpg" and "png") and pdf files can be uploaded.



My Inbox

"My Inbox" application enables line of business users to claim and complete their task. Please go through SAP My Inbox documentation for more details.

The Create Social Security Certificate Package enables the HR response to view the tasks in My Inbox after a request has been submitted. They could also decide to ask for a rework by the employee or cancel the complete workflow if the travel is no longer necessary.

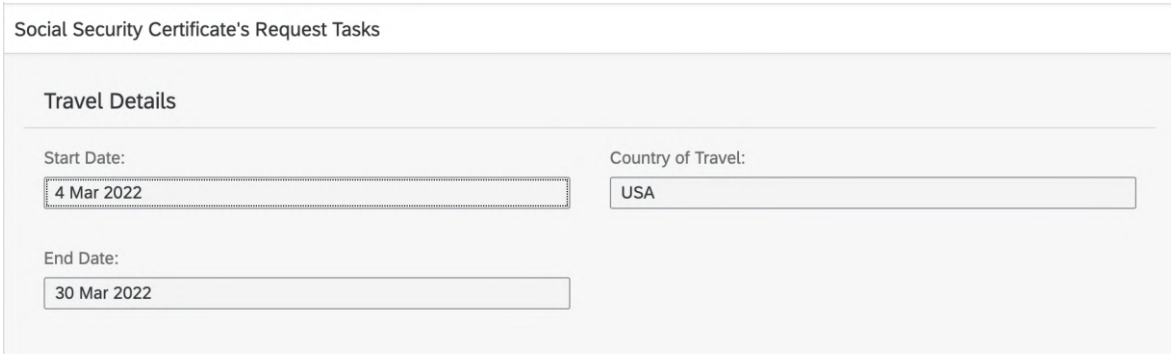
Check Data

This task gets created after a workflow has been submitted and the step “Check Data” is started (and if the process is configured to have this step). HR responsible can review the data submitted by the employee.

The approval user interface to check the data of the request has 5 sections.

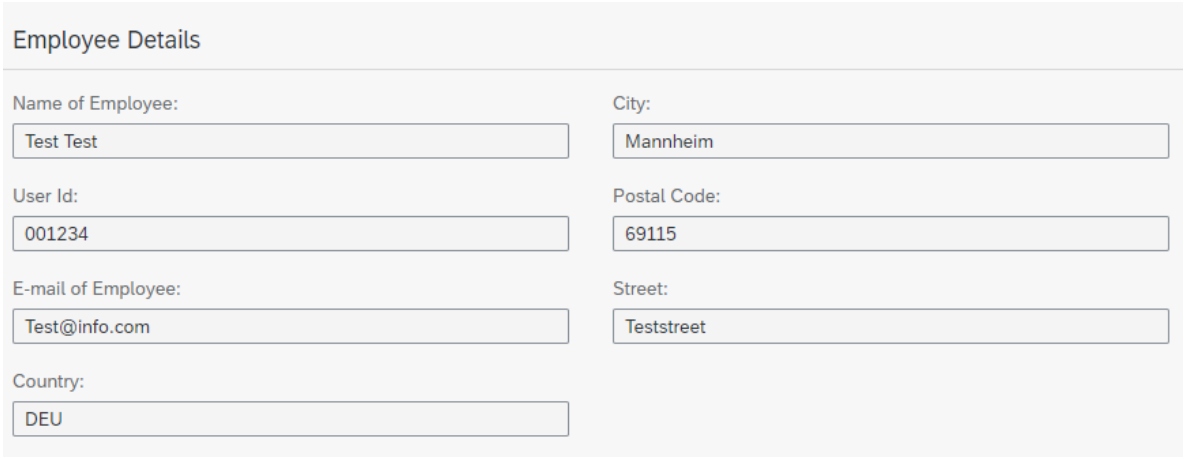
1. Travel Details

   Shows details of the travel details



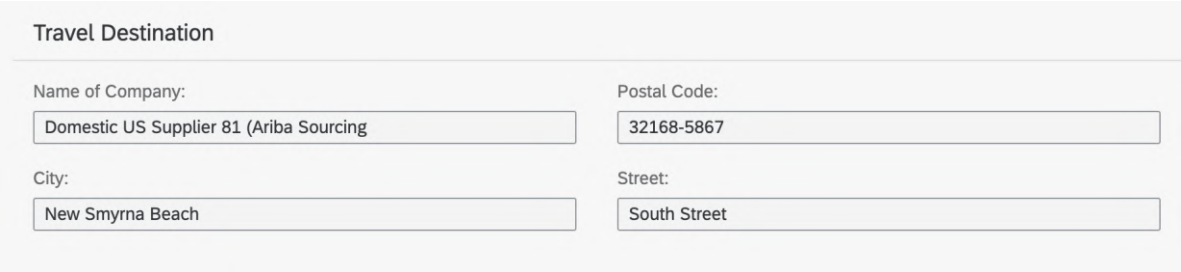
2. Employee Details

   Shows details of the employee.



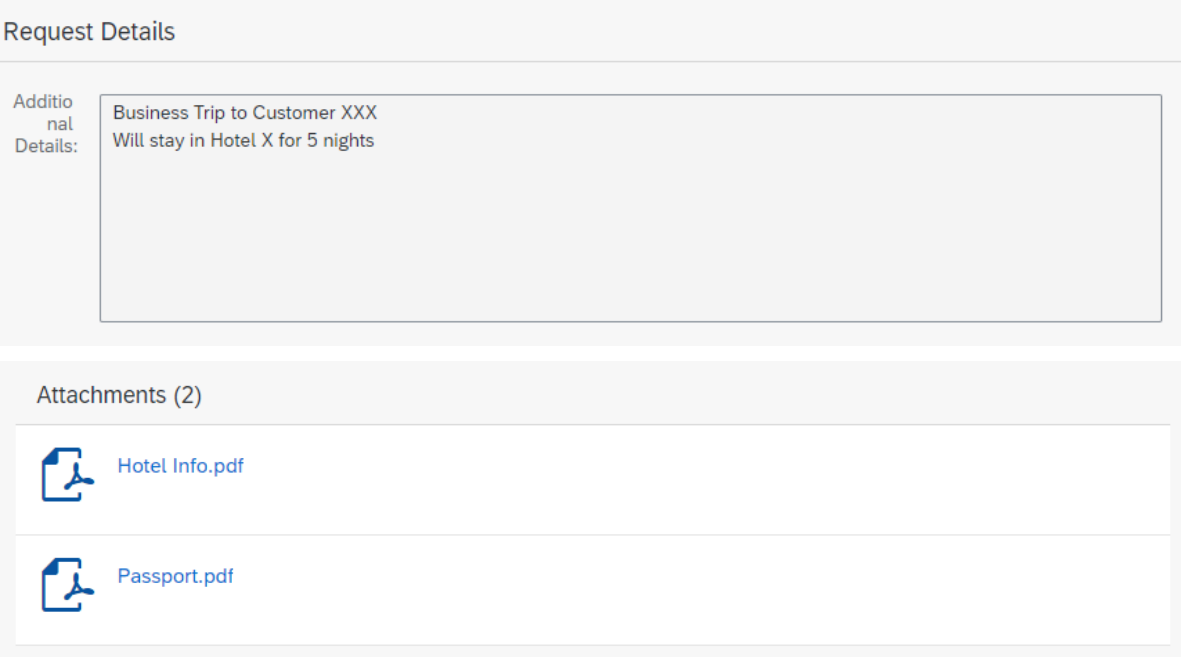
3. Travel Destination

   Shows the travel destination details.



4. Request Details

   Shows the request details, if entered by the employee.



The HR employee can make one of the following decisions:

1. Approve: The workflow proceeds to the next step.
2. Rework: The employee gets another task to update the content based on the reason entered in the UI.
3. Cancel: The workflow is stopped.

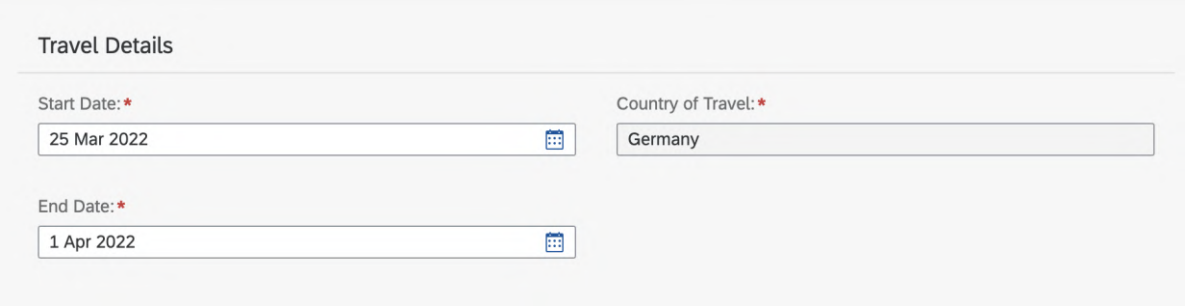


Correct Data

This task gets created for the employee when the HR responsible rejects “Check Data” task. The employee can update the request and submit again.

The user interface to correct the data of the request has 5 sections.

1. Travel Details



2. Employee Details

   The employee details are read-only as the employee cannot change them anymore.



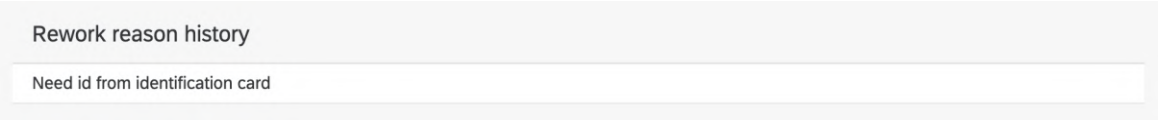
3. Request Details

   The user can edit the request details if needed.



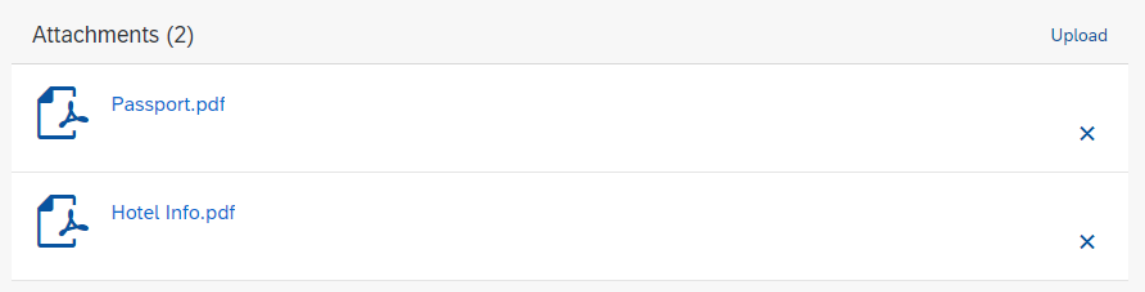
4. Rework Reason History

   Shows the history of other rework requests



5. Attachments

   Upload additional files



The employee can make one of the following decisions:

1. Submit: Submit the data so that the HR responsible can check the data again.
2. Cancel: The workflow is stopped.

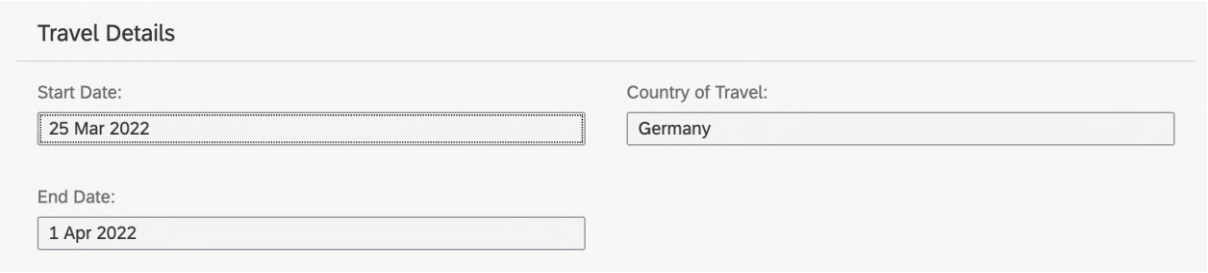
Submit Certificate

This task gets created for the HR responsible after the request was submitted and verified. Once the HR completes the task, the employee will get an E-Mail where he/she can download the social security certificate(s).

The approval user interface to upload the final attachments of the request has 5 sections.

1. Travel Details

   Shows the travel details.



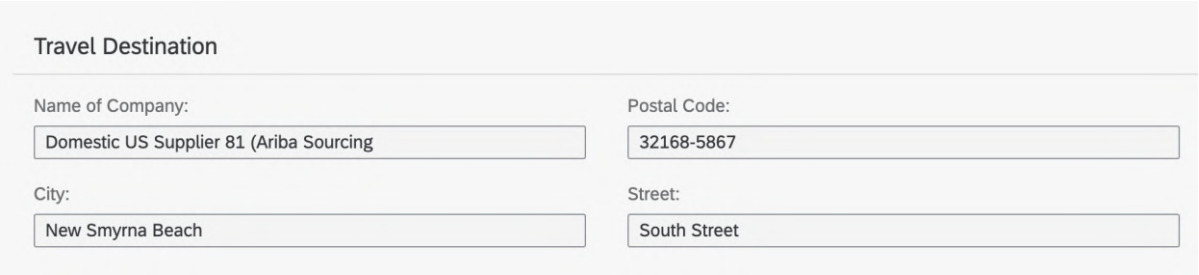
2. Employee Details

   Shows the details of the employee who has requested the certificate.



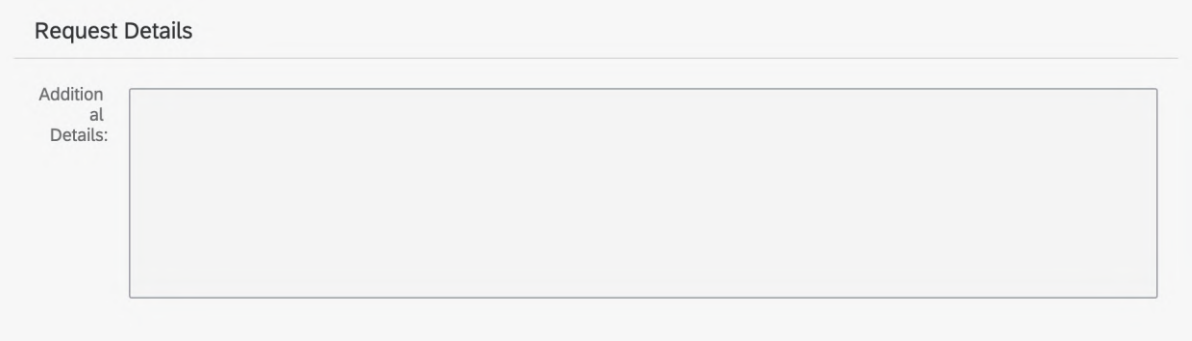
3. Travel Destination

   Shows the travel destination.



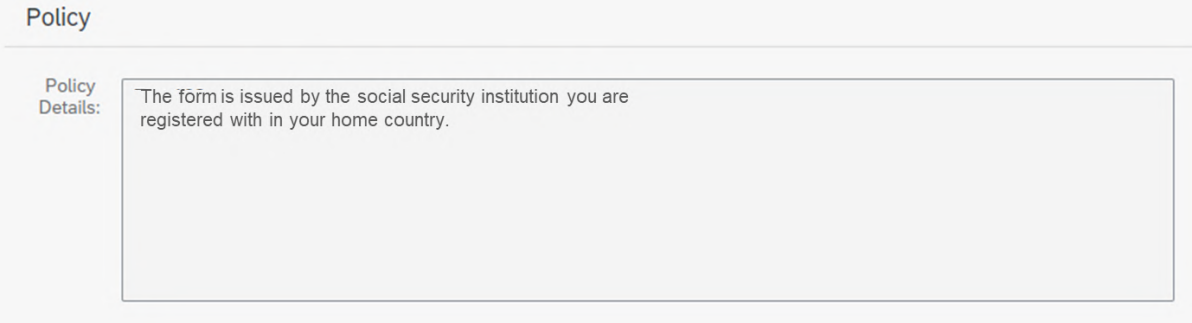
4. Request Details

   Shows the request details.



5. Policy

   Shows the details of how to create the request at the respective authorities.



6. Attachments

   Upload up to 3 documents for the social security certificate.



The employee can make one of the following decisions:

1. Submit: The uploaded files are sent to the employee via mail
2. Cancel: The workflow is stopped.



Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation enables process owners and process operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer help documentation for more details.

The “Create Social Security Certificate” package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Build Process Automation. A process owner or line of business expert will be able to enhance the visibility scenario.

Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central SAP Work Zone that corresponds to the scenario “Create Social Security Certificate”. For more information on how to add scenario-specific tiles, refer to the help documentation.
2. Click the scenario-specific tile in the SAP Work Zone.
3. User will see the detailed process visibility dashboard.